



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING RESOURCE & FINANCE COMMITTEE

held on
Wednesday 21st November 2018
at
The Guildhall, High Street, Newport

a. **PRESENT:** Cllrs: Resource & Finance Committee

Cllrs
Ian Perry (Chairman)
Lyn Fowler
Phil Norton

IN ATTENDANCE: Louise Tunks – RFO
Sheila Atkinson – Town Clerk
Cllr Tom King (expressed a wish to join the committee as
newly elected Councillor)

R&F/ 33/18-19 **APOLOGIES FOR ABSENCE**

Cllr Tim Nelson

R&F/ 34/18-19 **DECLARATIONS OF INTEREST**

Nil

R&F/ 35/18-19 **MINUTES**

Members **RESOLVED** that the minutes of the meeting held on 22nd August 2018 to be a true record and that they be duly signed by the Chairman.

R&F/ 36/18-19 **PUBLIC SESSION**

There being no members of the public present wishing to ask questions the meeting continued.

R&F/ 37/18-19 **TOWN COUNCIL FINANCES**

Members noted receipt of an Income & Expenditure report dated 15th November 2018.

R&F/ 38/18-19 **INVESTMENTS**

Members reviewed the performance of the CCLA Property Investment Fund for September / October and were satisfied that the fund was performing adequately and in line with expectations.

**R&F/
39/18-19**

STREET LIGHTING LED UPGRADE PROGRAMME

Members received an update of the project for the Street Lighting Upgrade and a costing estimate for additional works on Victoria Park and the pathway between Springfield Ave & Wallshead Way.

Members were also advised that The Street Lighting contract expires April 2019 and therefore Officers are sourcing quotes.

**R&F/
40/18-19**

BUDGET 2019/20

Members reviewed the 1st draft budget report and proposals originally tabled at the Town Council meeting on Wednesday 14th November. They also received a revised version of the line by line budget and a number of supplementary documents.

Members **RESOLVED to review the annual budget line by line on the cost centre analysis sheet.** The following process was followed:

1. Members scrutinised the predicted spends for each budget line in the current year and **resolved to recommend to the Town Council the following changes;**
 - **Increase N/L 4071 from £4k to £14k and carry forward underspend from this FY of £4k in preparation for the 2019 elections.**
 - **To insert a separate N/L 4515 for the Carnival and budget £6k**
 - **To reduce N/L 4513 Annual grants from £17K to £13K**

Carry forward the following estimated underspends from this financial year totalling £100,413

- **4071 - Election - £4k**
- **4097 - NDP - £2K**
- **4180 - Telford @ 50 £12K**
- **4181 Hub- £10K**
- **4183 - Pathways £25K**
- **4214 CCTV £38K**
- **4355 Canal £9413**

2. Members scrutinised the estimates for last year against last year's actual spend, the current year-to- date spend with a feel for inflationary pressures and any contractual agreements. A number of proposed budget lines were changed, some upwards and some downwards.

Members asked that the RFO include the amendments onto a revised budget summary sheet (with a general reserve output figure at the end of FY 2019/20 of £85,000 and distribute it to members of the R&F committee prior to the issue of the next Town Council agenda, **draft provided at Appendix 1.**

Members were generally content with the draft fees Town Council services apart from Wedding fees. Members **Resolved to recommend to the Town Council the following fees with effect from 1 April 2019 be adopted as per draft;** attached appendix 2.

- **Allotments (Increase of 3.6%),**
- **Cemetery increase of 5% Standard & 2% Concession)**
- **Meeting room hire (increase of 2% subject to rounding)**
- **Wedding fees incur a 5% increase for non-residents and 2% for residents and increase anti chamber hire from £34 to £58 non-residents and £55 residents due to the anti-chamber to make the hire viable.**

**R&F/
42/18-19**

EXCLUSION OF PRESS AND PUBLIC

Members **RESOLVED** that in view of the special nature of the business about to be conducted, that is a staffing matters, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

CONFIDENTIAL SESSION

(Clerk’s Note: elements of the discussion and any contractual details are confidential however the nature of decisions made are for public record.)

(Clerks Note: Mrs Atkinson & Mrs Tunks were requested to leave the room whilst the following agenda items were being discussed)

**R&F/
43/18-19**

STAFFING BUDGET / STRUCTURE

Members discussed the staffing structure and budget and asked the Clerk to add the subject as an agenda item for the December Town Council meeting.

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Appendix 2 to R&F Committee Minutes Dated 21 Nov 18
Amended Summary Budget – (Taking into Account Items at Appendix 1)

As At 23 Nov 2018 following R&F meeting on 21/11					
Cost Centre	Expenditure	17/18 Actual	18/19 Budget	18/19 predicted spend	19/20 Budget
102	Admin Members	6,620	8,710	7,340	9,730
103	Admin Services & Supplies	8,125	30,615	10,575	29,125
109	Admin Other	30,080	34,940	23,721	45,570
111	Guildhall Caretaking Cleaning	296	460	300	400
112	Guildhall Services	5,654	7,053	6,298	7,660
113	Guildhall Maintenance	3,877	17,330	5,910	5,850
114	Guildhall 3/3a	453	300	200	475
115	Community Assets		0	25,000	67,000
161	Grants	11,750	42,500	30,500	24,000
162	Grants S142 (CAB)	5,500	5,650	5,500	6,030
200	Loan repayments	11,607	4,906	4,907	4,907
130	LES Cemetery services	20,395	26,005	21,715	23,935
131	LES Burials	7,139	7,250	7,350	7,770
140	Devolved Svc & Street	31,574	47,361	32,696	48,922
141	St Nicholas Church	3,429	3,600	7,100	11,500
142	LES - MVR allotments	827	1,665	1,400	1,850
143	LES - BR allotments	375	380	380	435
144	LES-Council Events	24,764	40,735	69,035	40,358
160	Hub Grant (youth café)	4,500	4,500	4,500	5,500
120	CS - Public lighting	138,469	28,500	35,500	33,700
121	Community Safety - CCTV	3,019	44,050	5,000	44,290
129	CS - Other	15,199	43,160	43,200	32,700
145	CS Toilets	17,911	20,445	19,545	20,715
101	Admin Employees	143,313	150,050	143,150	156,300
Expenditure Sub Total		494,876	652,165	510,822	628,722
Income other than precept					
100	Admin income	25,252	24,900	81,029	24,500
110	Guildhall Income	4,954	4,300	5,300	3,800
130	LES - Cemetery Services	39,669	35,000	30,000	30,000
142	LES - MVR allotments	1,945	1,878	1,874	1,940
143	LES - BR allotments	440	418	424	439
144	LES - Council Events	61	0	0	0
Income Sub total		72,321	66,496	118,627	60,679
Net Expenditure Total		422,555	585,669	392,195	568,043
			General Reserve	149,350	202,051
			less expenditure from reserves in current year	0	0
			Precept	444,896	450,992
			Sub Total	594,246	653,043
			Less net expenditure	392,195	568,043
			Balance in hand	202,051	85,000
Council Tax Base			3866.4		
£114.78	Band D Equivalent		£116.64	% increase=	1.62

Allotments Fees
WEF 1st April 2019
DRAFT

Draft Fees (WEF 1 Apr 19) at an Increase of 3.6%				
Plot Size (Approx.)	¼	½	¾	Full
Newport Residents	£10.56	£21.13	£31.70	£42.26
Concessionary Rate	£9.25	£18.49	£27.74	£36.98
Non-Newport Residents	£15.85	£31.70	£47.55	£63.40

Guildhall Room Hire (meetings)
Fees WEF 1st April 2019
DRAFT Increase circa 2% subject to rounding

	Standard	Concession
Room Hire (Meetings)		
Chamber: (Per hour)	£25.50	£13.00
Ante Room: (Per hour)	£20.00	£10.00
Refreshments		
Tea/Coffee & biscuits:		
For Up to and including 5 delegates	£14.00	£14.00
For 6 and up to 10 delegates	£18.00	£18.00

Guildhall Room Hire
(Civil Ceremonies)
DRAFT Fees WEF 1st April 2019

<u>Use of Main Chamber</u>	Standard Fee	Concession Fee
Friday/ Saturday	£297 + vat	£283 + vat
Sunday/ Bank Holidays additional admin fee	£184 + vat	£175 + vat
<u>Use of Ante-Room</u>		
(in conjunction with civil ceremony)	£58 + vat	£55 + vat
A non –refundable £30 of deposit is required a time of booking.		
Full fee must be paid within 60 days of the event. No refund if less than 31 days' notice is given.		

Cemetery Fees – 1st April 2019

*Concessionary rates apply where the deceased is a Newport resident at time of death.
All Fees to be paid prior to any interment.

<u>BURIALS</u>	Standard + 5%	Concession* + 2%
Purchase of Grave Space (50 years)*	£1260 1,323	£728 743
“ “ “ “ Children’s section*	£247 259	£178 182
“ “ “ “ Stillborn *	£142 149	£No Charge
Interment -		
- Administration fee*	£333 350	£161 164
- Single depth*	£445 460	£216 230
- Double depth*	£504 520	£245 260
- Surcharge for casket shaped coffins	£ 63 63	£ 31 31
Additional out of hours charge	£945 945	£945 945
 <u>CREMATED REMAINS</u>	Standard	Concession*
Purchase of Garden of Rest Plot - 50 years*	£632 664	£443 452
Interment - Administration fee*	£333 350	£161 164
- single depth*	£105 105	£ 51 51
- double depth*	£126 126	£ 61 61
Additional out of hours charge	£390 390	£390 390
 <u>MEMORIAL CHARGES</u>	Standard	Concession*
Approval of design / inscription and period of Permission -- 50 years.	£240 240	£240 240
Additional inscription/ replacement memorial	£ 56 56	£ 56 56
To add a Kerb Set (not permitted on all lawns)	£170 170	£170 170
 <u>WOODLAND BURIALS</u>	Standard	Concession*
Charge in lieu of Exclusive right*	£1260 1,323	£728 743
Cost of tree- (Incl contribution for future upkeep for natural life span of tree)	£250 +2% 255	£250 +2% 255
 <u>ADDITIONAL CHARGES</u>	Standard + 2 %	Concession* +2%
Use of Chapel - per hour (minimum 1 hour)	£ 99 100	£ 99 100
Search of records - per hour	£ 37 38	£ 37 38
Memorial Wall Plaque (10 year lease)	£250	£250

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Notes:

Out of hours’ fees apply other than Monday to Friday and bank holidays 10 am through to 3pm.